



Juba, 28<sup>th</sup>, June, 2018

CEFoRD – Juba Coordination Office.

Jebel Block B/Rock City,

Plot No. 75,

Behind Toyota – Juba Auto Co. Ltd.

INVITATION TO BID.

ITB/JUB/2018/0001

### Supply of flour.

This is an invitation to bid for the above mentioned supply. Please find enclosed the following documents, which constitute the tender dossiers:

- a. Specification of the bidding.
- b. Appendix i: Bill of quantity.
- c. Appendix ii: Specification.

The above whole specification for bidding dossier (digital version) can be downloaded here on South Sudan NGO Forum's website.

We look forward to receiving your quotation by or before the submission deadline **Thursday, 5<sup>th</sup>, July, 2018 at 4:30pm.**

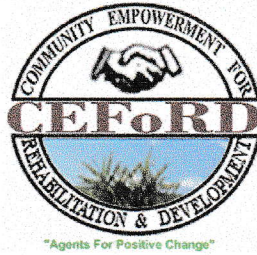
Thank you for your corporation.

Sincerely Yours,

Name:



Sign:



## **SPECIFICATION OF BIDDING.**

Related to our advertised invitation to bid ITB/JUB/2018/0001 Community Empowerment for Rehabilitation and Development herewith calls for tenders concerning the supply of food, blended soya rice flour consumables.

Under the following reference number: 01

Malteser International 1296-10 Donor AA.

### **1) Description of the organization and its activities.**

Community Empowerment for Rehabilitation and Development (CEFoRD) is a national nongovernmental, non-political and non-profit making organization that was established as a drama group in 2005 under the support of Yei Community Resource Centre and transformation into a Civil Society Organization in 2008 fully registered as NNGO and is fully registered with the Relief and Rehabilitation Commission of Republic of South Sudan and a full member of South Sudan NGO Forum.

Currently, the thematic areas of Community Empowerment for Rehabilitation and Development (CEFoRD) are; Food Security & Livelihood, Research & Advocacy, Health and Education, Environmental Protection and Governance.

The organization is therefore inviting suppliers to supply food item for the implementation of "Prevention of Malnutrition to Save Lives" project in Yei River County of former Central Equatoria.

### **Objective of Call for Tender.**

In accordance with the overall targets of above mentioned operations, Community Empowerment for Rehabilitation and Development plans to procure.

### 1) Food.

Fortified blended soya rice for malnutrition prevention in pregnant and breast feeding mothers.

The technical specification of the flour required are detailed in annex 2 (specifications) which is part of this call for Tender.

The suppliers are invited to present an offer complying with the requirements here below specified.

### 2) Offer Presentation.

- The offer shall be delivered in sealed envelope to Community Empowerment for Rehabilitation and Development Juba Coordination Office at **Jebel Block B/Rock City, plot No. 75 behind Toyota Auto Garage.**

Due to the urgency of the need for this item, the deadline for the delivery of the offer is **Thursday 5<sup>th</sup>, July, 2018 at 4:30pm.**

- The offer shall be written in English.
- The envelope must bear the following information.
  - Reference to the Tender number.
  - Address to which the offer is been submitted.
  - The words "Not to be opened before deadline" written in English.
- The offer should be valid until 2 weeks after the deadline.

### 3) General Conditions.

- The offer shall be written and signed on each page by the legal representative of the supplier.
- The winning supplier shall be requested to provide **catalogues, pictures, technical description and/or samples of items at the order stage when required.**
- Prices of the offer will be expressed in **United State Dollars.** The prices must be on unit price basis as well as by total.
- The prices will be considered fixed whereas Community Empowerment for Rehabilitation and Development will not process Tax Exemption and Terms of shipment must be indicated clearly with which should include **incoterms**, insurance terms of shipping blended Soya Rice

Flour mode of transportation and port of entry should be indicated separately on the RFQ or suppliers' quotation. No additional change of whatsoever nature and type will be accepted by Community Empowerment for Rehabilitation and Development.

- Community Empowerment for Rehabilitation and Development reserves the right to accept or reject all quotations depending on the prevailing condition at the time.

#### 4) Terms of payment:

The payment will be done in **United States Dollar by bank or cheque** as specified below:

- There is no down payment required and payment is only fully granted when 100% delivery is made and upon presentation of commercial invoice and documents and satisfactory reception of the food, flour-fortified soya rice and a checklist approved and signed by Community Empowerment for Rehabilitation and Development. The payment will be done within 21 days of completed delivery.

#### 5) Terms of delivery:

The delivery of the food should be completed latest 1-2 weeks' period upon order. Should the supplier consider this delivery time inadequate, he has to clearly state it in the offer suggesting a different dateline for the delivery. Kindly Note: The items should have more than 1 year to their date of expiration.

- The supplier has to deliver items according to the terms and conditions as mentioned above. In case of a delivery delay, a deduction of 0.2% per day will be applied, calculated on the value of the contract and nothing will be due to supplier. Community Empowerment for Rehabilitation and Development reserves the right to sue for damages.

#### I. Delivery Site:

All the flour will be delivered to Community Empowerment for Rehabilitation and Development (CEFoRD) Head office at the following address.

- Plot Number 78; Block A, Hai Gabat Residential Area -Yei.  
Off Petro city - Gemtel Road.



- The supplier has to deliver the item according to the terms and condition as mentioned above. Community Empowerment for Rehabilitation and Development reserves the right to sue for damage and/or return these goods if not compliant with her specifications.

## **6) Particular conditions**

The supplier is required to provide, together with the offer, the following documentations:

- Company profile.
- Certificate of Incorporation (local or International).
- Authorization license from manufacturer to act as an agent.
- Chamber of Commerce Membership.
- Tax identification Certificate/no (from the country of origin or business establishment)
- Past performance in supplying similar items for NNGO's with reference focusing on value of contract and delivery period.
- Certificate of operation.
- Financial references.
- Bank details.

## **7) Bids procedure/Evaluation:**

The bid will be opening at Community Empowerment for Rehabilitation and Development Juba Coordination Office and Bidder's representatives are not invited to attend or participate in the process; Community Empowerment for Rehabilitation and Development Tender Committee will open the quotations and evaluate their content behind closed doors. Successful Bidder will be informed by mail within 3 working days of the Tender submission deadline. If you are not contacted kindly consider yourself unsuccessful.



### 3) General Offer Evaluation:

Community Empowerment for Rehabilitation and Development will evaluate the offers on the basis of the following criteria:

- Based ratio quality/price
- Delivery time
- Capacity to supply
- Price responsiveness
- Compliance with international quality specifications standards.

### 9) Specific technical and Financial Evaluation Criteria to standards:

- Comparative Bid Analysis and justification basing on responsiveness of the selected supplier by internal committee.
- Purchase Order will directly be issued to the selected supplier upon approval.

### 10) Cancellation of Tender.

Under no circumstances Community Empowerment for Rehabilitation and Development will not be responsible for damages whatsoever their nature, in particular for loss or profile; or in relationship to the cancelation of this tender, even if Community Empowerment for Rehabilitation and Development has been advised of the possibility of damages.

The publication of the procurement notice in the media does not commit Community Empowerment for Rehabilitation and Development to implement the project announced nor to procure the item. Nothing will be due to the supplier in case this procurement needs to be due to whatsoever reason.

On behalf of Community Empowerment for Rehabilitation and Development.

Signature:

Date





ITB/JUB/2018/0001

Annex I: Bill of Quantity.

CEFoRD-South Sudan.

No.	Item	Unit	Quantity	Unit price	Currency
1.	Fortified blended soya rice flour.	Kilo gram	30,000		USD

NB: Packaging should be done in 1kg each and in brown paper bags.





**ITB/JUB/2018/0001**

**Annex II: Specification of the food.**

**CEFoRD-South Sudan.**

Nutritious Fortified blended soya rice flour packed in 1kg and each carton containing up to 12kgs.	
Nutritional value per 1 kg.	
Protein	1.92%
Fat	1.84
Fibre	1.09%
Energy	326.3kj
Carbohydrates	67.51%

